**RESUME**

**Full name: Fabio Carletti**

**Gender: Male**

**Age: 47**

**Email:** **fortunatissimanete@gmail.com**

**Job title: freelancer translator of Italian-English and English-Italian**

**What I do**

• Provide  written translation services

• Verify information from original text in order to ensure appropriate translation

• Ensure that all written translations conform to the original text in terms of technicality and terminology

• Discuss translation requirements with clients to ensure error free documents

• Ensure that both content and style of statements in communicated effectively

• Proofread end document and make any necessary changes

• Ensure that the context of the language isn’t altered during translation

• Take and understand instructions for translation jobs

• Read through source documents several times and make notes of illegible information

• Reread each sentence before converting it into the target language

• Ensure that the translation is easily understandable and accurate

• Make sure that the translated information conforms to the culture and linguistics of the target reader

• Ensure appropriate relay of concepts and ideas between the source and target languages

• Make sure that the structure and meaning of the original text is duplicated into the target language

• Appropriately transmit cultural references, slang words and phrases and other expressions that cannot be translated in a literal manner

• Compile terminology and information such as technical terms that need to be used in translation

• Ensure appropriate use of CAT (computer assisted translation) tools and translation memories to ensure that translation work is done with due diligence

• Prioritize translation work to meet deadlines on multiple translation projects

• Read and reread translated documents several times to ensure accuracy

• Edit any information in the translated text that may come across as incorrect or irrelevant

• Ensure that all translated material follows translation quality standards set by the company

**Skills**

* Excellent writing skills in my native language.
* Excellent reading and comprehension skills in the source language.
* Cultural knowledge in both your target and source language.
* Specialised in many subject areas
* Excellent computer and keyboarding skills.
* Excellent customer care skills.
* Strongly self-motivated, organised and disciplined

I have a strong experience in translation in the language specified. The projects I have successfully worked on very from simple letters to very complex technical user manuals of machinery. All the projects I complete are kept and stored in a very secure and confidential manner and I only access them if and when required by my clients.